

## GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

### PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE MAILING THE APPLICATION.

**Any missing documents will slow the processing of your application.**

**Any reference to “licensure” in this application also means “certification” and “registration.”**

1. This application form (DH 1006, 10/09) may be used to apply for certification for Basic X-Ray Machine Operator or Basic X-Ray Machine Operator-Podiatric Medicine. Please return all 3 pages of the application along with your money order or cashiers check made payable to the Bureau of Radiation Control for the total amount of your fees to the address below.

**All applicants must complete a review of the Limited Scope Radiographer study guide materials** (available from <http://www.us.elsevierhealth.com/coArticle.jsp?pageid=7100008&dmnum=89236>) or a substantially equivalent program as described in Florida Administrative Code, Rule 64E-3.003(1)(d). If you have not completed a review of the study materials, or a substantially equivalent program, DO NOT APPLY yet. Reviewing the materials takes many weeks or months, depending on your pace, and applying before you are ready to schedule the examination may result in the loss of your exam window and your non-refundable fee.

If you are currently licensed as a limited-scope radiographer by a state licensing agency which used the ARRT's (American Registry of Radiologic Technologist's) limited-scope radiography exam for your state exam, then you need to check **by endorsement** and include a copy of your state license, your state exam scores, and a letter from the agency indicating the exam used was the ARRT's exam. If you are not currently licensed as described above, then you need to check **by examination**.

2. **ALL APPLICANTS MUST BE 18 YEARS OF AGE AND PROVIDE:**

- Proof of high school graduation or completion of high school equivalency (GED).
- Verification of licensure from each state where you have been disciplined or denied licensure/certification/registration for any health care license including a Radiologic Technology license. (It is your responsibility to send the **License Verification Form, DH 4128**, to each state or organization.)

3. **ALL FORMS** are available for download at: <http://www.floridahealth.gov/licensing-and-regulation/radiologictechnology/applications-forms/index.html>.

4. **HIV/AIDS COURSE**- Florida law requires all applicants to complete an approved 4-hour HIV/AIDS education course that contains instruction on Florida's HIV/AIDS laws. You must submit proof of completion in accordance with s. 381.0034, Florida Statutes. Courses can be located at <http://srdappsdo.h.doh.state.fl.us/RadTech/CeProviders.aspx>.

5. **DISCIPLINE OR DENIAL OF ANY HEALTH CARE LICENSE/CERTIFICATE/REGISTRATION BY ANY ORGANIZATION:** You must report any denial of licensure or disciplinary action taken against you or your health care license, registration or certification. Disciplinary action includes revocation, suspension, probation, reprimand, or being otherwise acted against, including being denied certification or resigning from or non-renewal of membership taken in lieu of or in settlement of a pending disciplinary case.

6. **CRIMINAL BACKGROUND:** If you answered **YES** to the criminal history question (#7), you must submit the listed documentation and

- **Background History Report Form, DH 4127** for EACH incident.
- Law enforcement background check from each state where a misdemeanor or felony occurred. (For offenses committed in Florida, contact the Florida Department of Law Enforcement: [www.fdle.state.fl.us](http://www.fdle.state.fl.us).)
- Letter of eligibility from the ARRT (if you applied for certification with the ARRT).
- Copies of arrest report(s), court documents showing sentence, proof of completing all terms of sentence, including rehabilitation/treatment programs, proof of restoration of civil rights if such rights were removed due to felony conviction.
- Reference letters and any other information/documents you would like taken into consideration.

7. Certificates expire the last day of your birth month, every other year. *Initial certificates will be issued for no less than 12 nor more than 24 months*, s. 468.307(1), Florida Statutes.

8. **ADA REQUESTS:** Please contact the ARRT at 651-687-0048, ext. 3155.

9. When this application is available online, education, HIV/AIDS course certificate, licensure verifications, felony information and specifically requested documents will need to be mailed to the department.

10. Examination fees are payable directly to the ARRT at [www.staterhc.org](http://www.staterhc.org). You will not be eligible to pay for your exam until you are approved by the Florida Certification Office. You will receive an eligibility letter with payment instructions.

11. Your examination scores will not be mailed to you. They will be available approximately 14 days after you sit for the exam at: <http://www.floridahealth.gov/licensing-and-regulation/midwifery/exam-grade-report/index.html>.

## BEFORE YOU MAIL YOUR APPLICATION...

- Is ☐ Have all questions on the application been answered or marked N/A?  
☐ your application filled out in ink, signed and dated?  
☐ Have you enclosed your 4 hour HIV/AIDS course documents?  
If ☐ Have you enclosed a money order or cashier check for the application fee?  
☐ you answered YES to the criminal history or discipline questions, have you enclosed the required documents?

### Contact Information:

**MQA Call Center:** 850-488-0595 General Information.

### **EMT/Paramedic/Rad Tech Certification Office:**

**Website:** <http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/index.html>

**E-mail:** [mqa.rad-tech@flhealth.gov](mailto:mqa.rad-tech@flhealth.gov)

**All Forms:** <http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/applications-forms/index.html>

**License Verification/ Address Change/Renewal:** <http://www.flhealthsource.gov>

**Exam Results:** <http://www.floridahealth.gov/licensing-and-regulation/midwifery/exam-grade-report/index.html>

### **Mailing address for application and fees:**

Florida Department of Health  
EMT/PMD/Rad Tech Certification Office  
PO Box 6330  
Tallahassee, FL 32314-6330

### **Mailing address for any correspondence containing no fees:**

Florida Department of Health  
EMT/PMD/Rad Tech Certification Office  
4052 Bald Cypress Way BIN C85  
Tallahassee, FL 32399-3285

The practice of Basic X-Ray Machine Operator and Basic X-Ray Machine Operator – Podiatric Medicine is regulated under Chapter 468, Part IV, Florida Statutes, and Florida Administrative Code, Chapter 64E-3. Both are available for viewing or download on our website at <http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/index.html>.



**Application for  
Basic X-Ray Machine Operator or  
Basic X-Ray Machine Operator – Podiatric Medicine**

Please TYPE or PRINT in CAPITAL LETTERS in ink. Please read instructions carefully before completing.  
All sections of this application are required to be completed unless otherwise noted. Omissions will delay processing.

Pursuant to Chapter 468, Part IV, Florida Statutes, no person shall use radiation on a human being or otherwise practice radiologic technology unless he or she is certified or licensed by the State of Florida as a radiologic technologist, radiologist assistant, basic x-ray machine operator, physician, podiatrist, chiropractor, or naturopath.

**1. APPLICANT INFORMATION**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Name Middle Initial Date of Birth

\_\_\_\_\_  
Mailing Address for correspondence City State Zip Code

**If your mailing address is a PO Box, provide your street address as well.**

Day time phone # (\_\_\_\_) \_\_\_\_\_ Home phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**2. PERSONAL INFORMATION:** This section is optional.

Gender: Male Female  
Ethnicity: White Native American Asian/Pacific Islander Black Hispanic Other \_\_\_\_\_

**3. Would you be available to provide health care services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster if you employer releases you to do so?** Yes  
No

**4. APPLICATION TYPE:** Indicate below the type of certificate you seek and the method you wish to use to qualify for certification in Florida. Limit one method per application.

TYPE OF CERTIFICATE		METHOD OF QUALIFICATION		
Basic X-Ray Machine (7601)	Exam \$50.00 (1009)	Re-exam \$35.00 (1030)	Endorsement \$45.00	Operator (BMO)
Basic X-Ray Machine Operator Podiatric Medicine (BMOP)(7601)	Exam \$50.00 (1018)	Re-exam \$35.00 (1054)	Endorsement \$45.00 (1030)	

**5. EDUCATION – HIGH SCHOOL** (submit a copy of your diploma or GED certificate)

- a. Did you graduate from high school? ☐ Yes ☐ No  
 If YES, your name at graduation \_\_\_\_\_ Year of graduation \_\_\_\_\_  
 Name, city, state of high school \_\_\_\_\_
- b. If NO, have you passed a high school equivalency test? (GED) ☐ Yes ☐ No  
 Equivalency certificate number \_\_\_\_\_ Year of completion \_\_\_\_\_  
 Your name when you passed the exam \_\_\_\_\_  
 City, state where you took the exam \_\_\_\_\_

#### EDUCATION – BASIC X-RAY MACHINE OPERATOR

- c. Have you completed your review of the Limited-Scope Radiographer study guide materials? ☐ Yes ☐ No
- d. Have you completed a Basic X-Ray Machine Operator or Limited-Scope Radiographer educational program?  
☐ Yes ☐ No  
 If you attended a program: When did you graduate? \_\_\_\_\_ (Please attach a copy of your certificate)  
 Name and address of program: \_\_\_\_\_

- e. Have you completed a Medical Assisting program which had a Basic X-Ray Machine Operator component?  
 Yes No  
 If you attended a program: When did you graduate? \_\_\_\_\_ (Please attach a copy of your certificate)  
 Name and address of program: \_\_\_\_\_

#### 6. LICENSURE/ CERTIFICATION/ REGISTRATION (The term "licensure" as used here also means "certification" and "registration").

- a. Have you ever been licensed by any state or national organization (registry) in Radiologic Technology or in any other health care field? Yes No  
 If YES, complete the table below for all such licenses and attach a copy of your current license or wallet card which shows your expiration date.
- b. Have you ever been denied licensure or had disciplinary action\* taken against you or your health care license?  
☐ Yes ☐ No (\*Disciplinary action includes revocation, suspension, probation, reprimand, or being otherwise acted against, including being denied certification or resigning from or non-renewal of membership taken in lieu of or in settlement of a pending disciplinary case)  
 If YES, attach a written explanation for each action and have each state or organization which denied you or took action against you fill out a *License Verification Form* (DH 4128) and send directly to our office.

State or Organization	Type of License		License Number		Expiration Date	Disciplinary Action	
	Yes	No	Yes	No		Yes	No
						Yes	No
						Yes	No
						Yes	No

#### 7. CRIMINAL BACKGROUND

Have you ever been convicted of, pled nolo contendere (no contest) to, or had adjudication of guilt withheld for any violation of any state or federal law in any jurisdiction? Yes No

If YES, complete a *Background History Form* (DH 4127) for each offense and follow the instructions for submitting complete information about your criminal background, including a law enforcement background check.

#### 8. HIV/AIDS COURSE

**Yes** **No**  
☐ ☐

**9. OATH: (Must Be Completed)**

I understand that Florida law requires me to immediately inform the certification office of any material change in any circumstances or condition stated in the application which takes place between the initial filing and the final granting or denial of the certificate and to supplement the information on this application as needed.

~~Applicant signature~~

~~Date~~



**Florida Department of Health  
Basic X-Ray Machine Operator or  
Basic X-Ray Machine Operator-Podiatric Medicine**

**Name:** \_\_\_\_\_

**Last** **First** **Middle**

**Social Security Number:** \_\_\_\_\_

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Mission Statement: To protect and improve the health of all people in Florida.

4052 Bald Cypress Way, Bin # C85  
Tallahassee, Florida 32399-3285

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Website: <http://www.flhealthsource.gov>